


INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED: MAY 26, 2010 10:00 AM																											
=====> VENDOR NO. : SOLICITATION : 2239686 FILE NO. : Q42684Z OPENING DATE : 05/26/10 <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right; margin-right: 20px;"> 10:00 AM Q42684Z </div> <div style="text-align: center; margin-top: 10px;"> 2239686 05/26/10 Q42684Z </div> <p> OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095 </p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">BUYER</td> <td style="width: 40%;">: CONNIE SPANN</td> </tr> <tr> <td>BUYER PHONE</td> <td>: (225) 342-8043</td> </tr> <tr> <td>DATE ISSUED</td> <td>: 05/06/10</td> </tr> <tr> <td>REQ. AGENCY</td> <td>: 440077</td> </tr> <tr> <td colspan="2" style="text-align: center;">DEPARTMENT OF REVENUE</td> </tr> <tr> <td>AGENCY REQ. NO.</td> <td>: 363110217</td> </tr> <tr> <td>ISIS REQ. NO.</td> <td>: 1332420</td> </tr> <tr> <td>VENDOR PHONE</td> <td>:</td> </tr> <tr> <td>FISCAL YEAR</td> <td>: 10</td> </tr> <tr> <td>CLASS/SUBCLASS</td> <td>: 61500</td> </tr> <tr> <td>SCHEDULED BEGIN DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>SCHEDULED END DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>T-NUMBER</td> <td>:</td> </tr> </table>				BUYER	: CONNIE SPANN	BUYER PHONE	: (225) 342-8043	DATE ISSUED	: 05/06/10	REQ. AGENCY	: 440077	DEPARTMENT OF REVENUE		AGENCY REQ. NO.	: 363110217	ISIS REQ. NO.	: 1332420	VENDOR PHONE	:	FISCAL YEAR	: 10	CLASS/SUBCLASS	: 61500	SCHEDULED BEGIN DATE	: 00/00/00	SCHEDULED END DATE	: 00/00/00	T-NUMBER	:
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FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.																															
OFFICE SUPPLIES/STOCKROOM DEPT OF REVENUE																															
TO BE COMPLETED BY VENDOR																															
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).																															
INSTRUCTIONS TO BIDDERS																															
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. FOLD HERE--> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 007DAYS ARO 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.																															
VENDOR PHONE NUMBER: FAX NUMBER:		TITLE		DATE																											
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)																												

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE:</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>13. BID FORMS.</p> <p>ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <p>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;</p> <p>B. BID FILLED OUT IN PENCIL; AND</p> <p>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY.</p> <p>ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION.</p> <p>BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING.</p> <p>BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS.</p> <p>THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES .</p> <p>UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES.</p> <p>BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES.</p> <p>VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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<p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT: OFFICE OF STATE PURCHASING P O BOX 94095 BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING CLAIBORNE BUILDING, SUITE 2-160 1201 NORTH THIRD STREET BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER SHOULD BE AWARE OF SECURITY REQUIREMENTS FOR THE CLAIBORNE BUILDING AND ALLOW TIME TO BE PHOTOGRAPHED AND PRESENTED WITH A TEMPORARY IDENTIFICATION BADGE.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>***** PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. *****</p> <p>**ATTENTION:**</p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE: HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF</p>			

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<p>1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>3 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.</p> <p>DO YOU CLAIM THIS PREFERENCE? YES_____</p> <p>SPECIFY LINE NUMBER (S) : _____</p> <p>_____</p> <p>SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____</p> <p>_____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES_____ NO_____</p> <p>IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?</p> <p>YES_____ NO_____</p> <p>FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>4 IF BIDDING OTHER THAN SPECIFIED, SUFFICIENT INFORMATION SHOULD BE ENCLOSED WITH THE BID IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS.</p> <p>FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.</p> <p>5 SAMPLE(S) MAY BE REQUIRED. WHEN REQUESTED, SAMPLES MUST BE FURNISHED AT VENDOR'S EXPENSE, AND RECEIVED NOT LATER THAN 10 DAYS AFTER REQUEST. PACKAGES SHOULD BE CLEARLY LABELED WITH THE FILE NUMBER. EACH INDIVIDUAL SAMPLE WITHIN THE PACKAGE MUST BE CLEARLY LABELED WITH BIDDER'S NAME, MANUFACTURER'S BRAND NAME AND NUMBER, FILE NUMBER AND ITEM REFERENCE. SUBMIT ONLY ONE BID PROPOSAL'S SAMPLES PER BOX. SAMPLES OF SUCCESSFUL BIDDER WILL BE RETAINED AT THE PURCHASING OFFICE OR THE USING AGENCY FOR THE PURPOSE OF RECEIVING MERCHANDISE. ANY PART OF MERCHANDISE RECEIVED THAT DOES NOT MEET THE QUALITY STANDARDS</p>			

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<p>AND CONSTRUCTION OF THE SAMPLE WILL BE REJECTED AND RETURNED AT VENDOR'S EXPENSE.</p> <p>ANY OTHER SAMPLES RECEIVED, IF NOT DESTROYED IN TESTING, MAY BE RETURNED AT THE BIDDER'S EXPENSE. REQUEST FOR RETURN, SHIPPING AUTHORIZATION, AND SUFFICIENT RETURN POSTAGE MUST BE RECEIVED NO LATER THAN 10 DAYS AFTER RECEIPT OF SAMPLES, OR COMMODITIES SHALL BE DISPOSED OF BY THE STATE OF LOUISIANA.</p> <p>6 PACKAGING: UNLESS OTHERWISE SPECIFIED, THE COMMODITIES SHALL BE PACKED IN SUBSTANTIAL COMMERCIAL CONTAINERS OF THE TYPE, SIZE AND KIND COMMONLY USED FOR THE PURPOSE, SO CONSTRUCTED AS TO INSURE ACCEPTANCE AND SAFE DELIVERY AS CALLED FOR IN THIS CONTRACT.</p> <p>7 PACKAGE MARKINGS: PACKAGES MUST BE MARKED WITH THE BRAND AND NUMBER OF THE PRODUCT AND SUCH OTHER INFORMATION AS SIZES, TYPES, QUANTITY, USE INSTRUCTION, ETC. WHICH HELPS THE END USER IN USING THE PRODUCT CORRECTLY.</p> <p>8 ***** DUE TO FISCAL YEAR CONSTRAINTS, FUNDING MAY BE UNAVAILABLE FOR PAYMENT FOR ITEMS NOT DELIVERED BY JUNE 30. IF DELIVERY CANNOT BE MADE IN ACCORDANCE WITH THE ORDER, VENDOR MUST ADVISE THE AGENCY OF INABILITY TO SUPPLY. *****</p>			

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: DEPARTMENT OF REVENUE SUPPORT SERVICES - FORMS/SUPPLIES 617 N 3RD ST RECEIVING DOCK BATON ROUGE , LA 70802				
00001	COMMODITY CODE: 615-99-000000 CORRECTABLE FILM RIBBON FOR IBM WHEELWRITER SERIES ITEM #:DPRR 5110 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	10	EACH		
00002	COMMODITY CODE: 615-62-000000 HIGH QUALITY PAD 16#, LEGAL RULED, 60 PT, CHIP BACKING, WHITE, 50 SHEETS, 8.5" X 14" ITEM #: TOP63590 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	6	DOZ		
00003	COMMODITY CODE: 615-62-000000 HIGH QUALITY PAD, 16#, LEGAL RULED, 60 PT, CHIP BACKING, LETR-TRIM PERFORATIONS, WHITE, 50 SHEETS, 5" X 8" ITEM #: TOP63360 OR EQUAL	25	DOZ		

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	<div>SPECIFY BRAND (& NUMBER IF APPLICABLE)</div> <div></div>				
00004	<div>COMMODITY CODE: 615-62-000000</div> <div>ORIGINAL CANARY YELLOW POST-IT PLAIN, NOTE PADS, 2 X 3, 12 100-SHEET PADS/PACK</div> <div>ITEM #: MMM656YW OR EQUAL</div> <div>SPECIFY BRAND (& NUMBER IF APPLICABLE)</div> <div></div>	100	DOZ		
00005	<div>COMMODITY CODE: 615-03-000000</div> <div>ADDING MACHINE, REGISTER AND CALCULATOR ROLLS, 1-PLY, 2-1/4" X 130', EACH</div> <div>ITEM #: STP826609 OR EQUAL</div> <div>SPECIFY BRAND (& NUMBER IF APPLICABLE)</div> <div></div>	240	ROLL		
00006	<div>COMMODITY CODE: 615-99-000000</div> <div>PASTELS COLOR COPY PAPER, 8-1/2" X 11", 20 LB., PINK, 500 SHEETS/REAM</div> <div>ITEM #: STP490935 OR EQUAL</div> <div>SPECIFY BRAND (& NUMBER IF APPLICABLE)</div> <div></div>	20	REAM		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00007	COMMODITY CODE: 615-09-000000 BINDER, TWO INTERIOR POCKETS, OVERLAY, 3" CAPACITY, 8-1/2" X 11" SHEET SIZE, BLACK, 3-RING ITEM #: AVE05740 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	48	EACH	_____	_____
00008	COMMODITY CODE: 615-62-000000 STANDARD GREGG RULED SPIRAL STENO BOOK, 6 X 9, 80 GREEN SHEETS/BOOK, BROWN COVER ITEM #: RED36746 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	360	EACH	_____	_____
00009	COMMODITY CODE: 615-99-000000 12-DIGIT HEAVY DUTY PRINTING CALCULATOR RIBBON, BLACK/RED, FOR USE WITH CANON MP41DHIII ITEM #: DPRR3027 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	54	EACH	_____	_____
00010	COMMODITY CODE: 615-29-000000	12	DOZ	_____	_____

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00011	FAST-DRYING CORRECTION FLUID, BOND WHITE 22 ML,MULTI-USE ITEM #: PAP5640115 EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ COMMODITY CODE: 615-29-000000 CORRECTION TAPE, DOUBLE-LINE WIDTH, 1/3" X 700'/ROLL ITEM #: MMM652 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	18	EACH	_____	_____
00012	COMMODITY CODE: 615-29-000000 CORRECTION TAPE, 1-LINE, 1/6" X 400", WHITE ITEM #: BICWOTAPP11W OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	684	EACH	_____	_____
00013	COMMODITY CODE: 615-99-000000 CORRECTION FILM CARTRIDGE, LIFT-OFF TAPE, LEXMARK/IBM OEM, BLACK FOR WHEELWRITER SERIES ITEM #: LEX1337765 OR EQUAL	10	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ _____				
00014	COMMODITY CODE: 615-31-000000 REPORT COVER, PRESSBOARD, TOP BINDING, METAL PRONG CLIP, 20 POINT STOCK, 2" CAPACITY, LETTER, BLACK ITEM #: ACC17921 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	EACH	_____	_____
00015	COMMODITY CODE: 615-31-000000 REPORT COVER, SIDE BINDING, 3" CAPACITY, LETTER SIZE, DARK BLUE ITEM #: ACC25073 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	200	EACH	_____	_____
00016	COMMODITY CODE: 615-09-000000 BINDER, 3-RING, 1", TWO INTERIOR POCKETS OVERLAY, 1" CAPACITY, 8-1/2" X 11" SHEET SIZE, BLACK ITEM #: AVE05710 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	96	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00017	COMMODITY CODE: 615-99-000000 BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLACK INK, ITEM #: PENBK91A OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	192	DOZ	_____	_____
00018	COMMODITY CODE: 615-99-000000 MARKER, BROAD POINT, RED, CHISEL TIP - PERMANENT MARKERS, NON-TOXIC, REGULAR, WATER/RUB RESISTANT, RED INK ITEM #: AVE07887 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	3	DOZ	_____	_____
00019	COMMODITY CODE: 615-99-000000 BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLUE INK, ITEM #: PENBK91C OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	96	DOZ	_____	_____
00020	COMMODITY CODE: 615-99-000000 BALLPOINT PENS, MEDIUM POINT, 1.0 MM, RED INK, _____	20	DOZ	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	ITEM #: PENBK91B OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00021	COMMODITY CODE: 615-99-000000 ROLLER BALL PEN, EXTRA FINE POINT, BLACK .5MM ITEM #: PIL35334 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	80	DOZ	_____	_____
00022	COMMODITY CODE: 615-99-000000 ROLLER BALL PEN, EXTRA FINE POINT, BLUE .5MM ITEM #: PIL35335 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	60	DOZ	_____	_____
00023	COMMODITY CODE: 615-99-000000 ROLLER BALL PEN, EXTRA FINE POINT, RED .5MM ITEM #: PIL35336 OR EQUAL	22	DOZ	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ _____				
00024	COMMODITY CODE: 615-99-000000 FINE POINT PERMANENT MARKERS, BLACK ITEM #: SAN30001 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	DOZ	_____	_____
00025	COMMODITY CODE: 615-99-000000 WOODEN PENCIL, #2 LEAD, SOFT LEAD SMUDGE RESISTANT ERASER, YELLOW ITEM #: PAP12132 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	48	DOZ	_____	_____
00026	COMMODITY CODE: 615-99-000000 AUTOMATIC PENCIL LEAD REFILLS, 0.5MM FINE, #2B, SOFT HARDNESS ITEM #: PENC5052B OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	84	TUBE	_____	_____
00027	COMMODITY CODE: 615-99-000000	34	DOZ	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	AUTOMATIC PENCIL, REFILLABLE, LEAD MAXIMIZER, TOP LEAD ADVANCE, 0.5MM ITEM #: PENAZ125A OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00028	COMMODITY CODE: 615-62-000000 PAD, WRITING, 8 1/2" X 11", WHITE, LEGAL RULED, 60 PT CHIP BACKING, 50 SHEETS, 16# ITEM #: TOP63410 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	48	DOZ	_____	_____
00029	COMMODITY CODE: 615-99-000000 MARKER, BROAD POINT, BLACK, CHISEL TIP PERMANENT MARKERS, NON-TOXIC, REGULAR, WATER/RUB RESISTANT, BLACK INK ITEM #: AVE07888 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	4	DOZ	_____	_____
00030	COMMODITY CODE: 615-62-000000 PAD, WRITING, 8 1/2 X 11, CANARY, LEGAL RULED, 50 SHEETS,	6	DOZ	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00031	ITEM #: TOP63400 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ COMMODITY CODE: 615-99-000000 HIGHLIGHTER, BROAD POINT, CHISEL TIP NON-TOXIC, LIGHT BLUE ITEM #: AVE07746 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	DOZ	_____	_____
00032	COMMODITY CODE: 615-99-000000 HIGHLIGHTER, BROAD POINT, CHISEL TIP NON-TOXIC, LIGHT GREEN ITEM #: AVE07745 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	DOZ	_____	_____
00033	COMMODITY CODE: 615-99-000000 HIGHLIGHTER, BROAD POINT, CHISEL TIP NON-TOXIC, FLUORESCENT YELLOW ITEM #: AVE49351 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	288	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00034	COMMODITY CODE: 615-99-000000 HIGHLIGHTER, BROAD POINT, CHISEL TIP NON-TOXIC, PINK ITEM #: AVE07749 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	12	DOZ		
00035	COMMODITY CODE: 615-51-000000 COMPUTER LABELS, PIN-FED, 1-ACROSS, 4" X 1-7/16", WHITE, 5000/BOX, SELF-ADHESIVE ITEM #: AVE4014 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	21	BOX		
00036	COMMODITY CODE: 615-51-000000 INKJET/LASER ADDRESS LABELS 14 LABELS PER SHEET. 100 SHEETS PER CARTON, SELF-ADHESIVE, WHITE, 4" X 1.5" COMPULABEL ITEM #: 312052 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	12	CTN		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00037	COMMODITY CODE: 615-51-000000 LASER ADDRESS LABELS, 1-1/3" X 4", 14 LABELS PER SHEET, WHITE, 1,400/BOX ITEM #: AVE5162 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	20	BOX	_____	_____
00038	COMMODITY CODE: 615-62-000000 SCRATCH PAD, 100 SHEETS, 4" X 6" ITEM #: STP163444 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	48	DOZ	_____	_____
00039	COMMODITY CODE: 615-45-000000 FILE FOLDERS, TOP TAB, LETTER SIZE, MANILA, 11 PT., 1/3 CUT, SINGLE-PLY TAB, 100/BOX ITEM #: SMD153L OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	80	BOX	_____	_____
00040	COMMODITY CODE: 615-99-000000 DRY-ERASE MARKERS, CHISEL TIP, 4-COLOR	11	SET	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	SET _____ ITEM #: STP607069 OR EQUAL _____ SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00041	COMMODITY CODE: 615-99-000000 ELECTRIC PENCIL SHARPENER WITH PENCIL-CADDY, STEEL ALLOY BLADES, PENCIL SAVER FEATURE, TITANIUM/BLACK ITEM #: EPI1900 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	4	EACH	_____	_____
00042	COMMODITY CODE: 615-53-000000 LETTER OPENER, 2 7/8", 2/PK ITEM #: STP815014 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	6	EACH	_____	_____
00043	COMMODITY CODE: 615-75-000000 RUBBER BANDS, 1LB, #33, (3-1/2" X 1/8") 1LB BOX ITEM #: ALL26335 OR EQUAL	60	BOX	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
_____	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00044	COMMODITY CODE: 615-75-000000 RUBBER BANDS, #117B, .25 LB BAG ITEM #: STP808016 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	50	EACH	_____	_____
00045	COMMODITY CODE: 615-99-000000 RUBBER FINGER PADS, 3/4" OPEN END INSIDE DIAMETER, SIZE 13 (RUBBER FINGER) ITEM #: SWI54033 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	DOZ	_____	_____
00046	COMMODITY CODE: 615-79-000000 RULER, 12" ITEM #: ACM13862 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	20	EACH	_____	_____
00047	COMMODITY CODE: 615-99-000000	40	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	SCISSORS, 8", CAST SHEARS, STRAIGHT HANDLE, BLACK ITEM #: ACM10572 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00048	COMMODITY CODE: 615-80-000000 EASY LOAD SUPER HEAVYWEIGHT SHEET PROTECTORS, REFERENCE, NON-GLARE, TOP LOADING, DIAMOND CLEAR, 8-1/2" X 11", 50/BOX ITEM #: AVE74131 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	50	BOX	_____	_____
00049	COMMODITY CODE: 615-99-000000 TELEPHONE, BLACK, BUILT-IN SPEAKERPHONE, INCLUDES DATAPORT, 20 STATION, WALL MOUNTABLE, ADJUSTABLE VOLUME ITEM #: PANKXTS105B OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	15	EACH	_____	_____
00050	COMMODITY CODE: 615-09-000000 BINDER, TWO INTERIOR POCKETS, OVERLAY, 2" CAPACITY, 8-1/2" X 11" SHEET SIZE,	48	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00051	BLACK _____ ITEM #: AVE05730 OR EQUAL _____ SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ COMMODITY CODE: 615-99-000000 DESK STAPLER, 20 SHEET, FULL STRIP, ALL METAL, BLACK, LIMITED LIFETIME WARRANTY ITEM #: SWI74701 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	36	EACH	_____	_____
00052	COMMODITY CODE: 615-05-000000 WASHABLE GLUE STICKS, CLEAR, .28 OZ., 4/PACK ITEM #: STP334641 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	6	PACK	_____	_____
00053	COMMODITY CODE: 615-99-000000 TELEPHONE LINE EXTENSION CORD, 25', BLACK ITEM #: ATIVA 26826 OR EQUAL	8	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00054	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ _____ COMMODITY CODE: 615-88-000000 TAPE DISPENSER, DESK, 1" DIAMETER, REMOVABLE CORES, BLACK ITEM #: MMMC38BK OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	24	EACH	_____	_____
00055	COMMODITY CODE: 615-99-000000 RUBBER FINGER TIPS, MEDIUM/LARGE SIZE #12 (RUBBER FINGER) ITEM #: SWI54032 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	DOZ	_____	_____
00056	COMMODITY CODE: 615-99-000000 TELEPHONE HANDSET, CORD 25', COILED, BLACK ITEM #: SOF42261 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	4	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00057	COMMODITY CODE: 615-99-000000 CD-RECORDABLE DISCS, 700MB, 80 MINUTE CD-R, 100/PK, CD-R MEDIA SPINDLE ITEM #: STP452556 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	6	PACK		
00058	COMMODITY CODE: 615-99-000000 THREE-HOLE ADJUSTABLE PUNCH, 8 SHEETS/ 20LB, BLACK ITEM #: STP799809 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	6	EACH		
00059	COMMODITY CODE: 615-99-000000 TWO-HOLE PUNCH, 1/4" HOLES, 2-3/4" C-TO-C, 28 SHEET CAP, BLACK ITEM #: SWI74050 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	4	EACH		
00060	COMMODITY CODE: 615-99-000000	24	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00061	12-DIGIT COMMERCIAL PRINTING CALCULATOR WITH TIME/DATE FEATURE ITEM #: VCT012282 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ COMMODITY CODE: 615-99-000000 6-OUTLET SUPPLEMENTARY SERIES POWER STRIP/15 AMP CIRCUIT BREAKER, 4' CORD ITEM #: KMW50688 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	21	EACH	_____	_____
00062	COMMODITY CODE: 615-99-000000 STAPLE REMOVERS, BLACK, 3/PK ITEM #: STP482920 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	12	PACK	_____	_____
00063	COMMODITY CODE: 615-99-000000 TRANSPARENT TAPE, OFFICE TAPE, REFILL ROLL, 3/4" X 1296" ITEM #: MMM620034X36 OR EQUAL	480	ROLL	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00064	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ _____ COMMODITY CODE: 615-45-000000 FILE FOLDERS, TOP TAB, LEGAL SIZE, MANILA, 11 PT., 1/3 CUT, SINGLE-PLY TAB 100/BOX ITEM #: SMD153C OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	30	BOX	_____	_____
00065	COMMODITY CODE: 615-43-000000 FILE FOLDERS, HANGING TYPE; LETTER SIZE, GREEN, 1/3 CUT TAB, 25/BOX ITEM #: SMDC13H OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	10	BOX	_____	_____
00066	COMMODITY CODE: 615-45-000000 FILE FOLDERS, REINFORCED END TAB, STRAIGHT CUT, 9-1/2" HIGH FRONT, LEGAL, HOLDS 8-1/2" X 14", MANILA, 100/BOX ITEM #: SMDC13H OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	15	BOX	_____	_____

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00067	COMMODITY CODE: 615-41-000000 FILE POCKETS, LEGAL, 4" EXPANSION, END TAB, 10/BOX ITEM #: SJPS11710 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	60	BOX		
00068	COMMODITY CODE: 615-41-000000 EXPANDING FILE, LEGAL SIZE, FLAP AND ELASTIC CORD, JAN-DEC, 12 POCKETS ITEM #: SMDK119MLZ OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	10	EACH		
00069	COMMODITY CODE: 615-69-000000 BINDER CLIPS WITH 5/16" CAPACITY, 3/4" WIDE, STEEL CLASP/NICKEL-PLATED WIRE ARMS ITEM #: ACC72020 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	144	DOZ		
00070	COMMODITY CODE: 615-69-000000	140	BOX		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL	
00071	PAPER CLIP, JUMBO, NON-SKID, 100/BOX ITEM #: UNV72240BX OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) COMMODITY CODE: 615-69-000000 PAPER CLIPS, SMOOTH, #1, .034 THICKNESS, 100/BOX ITEM #: STP525881 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	140	BOX			
	00072	COMMODITY CODE: 615-71-000000 PREMIUM PRONG PAPER FASTENER, 2-3/4" CENTER-CENTER, MATTE FINISH, 50/BOX, 2" CAPACITY, ITEM #: ACC70022 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE)	20	BOX		
	00073	COMMODITY CODE: 615-99-000000 ROLL ON INK, 2 OZ., BLUE OFFICE DEPOT ITEM #: 421475 OR EQUAL	12	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00074	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ _____ COMMODITY CODE: 615-81-000000 STAPLES, CHISEL-POINT, 1/4", 5,000/BOX ITEM #: SWI35108 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	140	BOX	_____	_____
00075	COMMODITY CODE: 615-99-000000 ROLL ON INK, 2 OZ., BLACK OFFICE DEPOT ITEM #: 421433 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	24	EACH	_____	_____
00076	COMMODITY CODE: 615-88-000000 PACKAGING TAPE, CLEAR, 1.88" X 54.6 YARDS, 6/PK, COMMERCIAL-PERFORMANCE ITEM #: MMM37502CL OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	13	PACK	_____	_____
00077	COMMODITY CODE: 615-88-000000	8	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	TAPE DISPENSER, HEAVY DUTY BOX SEALING, 2" ITEM #: STP523621 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00078	COMMODITY CODE: 615-99-000000 BATTERIES, AAA, ALKALINE, 2/PK ITEM #: DURMN2400B2Z OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	50	PACK	_____	_____
00079	COMMODITY CODE: 615-99-000000 BATTERIES, AA, ALKALINE, 2/PK ITEM #: DURMN1500B2Z OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	150	PACK	_____	_____
00080	COMMODITY CODE: 615-25-000000 HARDBOARD CLIPBOARD, CORROSION-RESISTANT CLIP, HIGH-QUALITY, 9"W X 15-1/2"L, LEGAL SIZE ITEM #: OIC83101 OR EQUAL	6	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00081	SPECIFY BRAND (& NUMBER IF APPLICABLE) _____ COMMODITY CODE: 615-99-000000 LEGAL SIDE TAB DIVIDERS, TAB TITLE 110, 8-1/2" X 11", 25/PACK ITEM #: AVE01110 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	700	PACK	_____	_____
00082	COMMODITY CODE: 615-99-000000 HYGIENIC FINGER TIP MOISTENER, 1 OZ. ITEM #: LEE10400 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	24	EACH	_____	_____
00083	COMMODITY CODE: 615-99-000000 CD/DVD SLEEVES, CLEAR, 50/PK ITEM #: STP481495 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	10	PACK	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00084	COMMODITY CODE: 615-62-000000 PHONE MESSAGE BOOK, SIDE SPIRAL, 2-PART CARBONLESS, PINK AND CANARY, NOTES SECTION ON BACK, 200 SETS, 11" X 8-1/4" ITEM #: TOP4005 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	30	EACH	_____	_____
00085	COMMODITY CODE: 615-99-000000 PUSH PINS, PLASTIC, CLEAR, 100/PACK ITEM #: STP224139 OR EQUAL SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	20	PACK	_____	_____